



## MEMORANDUM

TO: Planning Commission  
FROM: Stacy Clauson, Lane Council of Governments  
DATE: January 8, 2013  
RE: Election of Chair and Vice Chair

---

### ISSUE:

- Election of Chair and Vice Chair

### BACKGROUND

The Planning Commission bylaws contain the following provisions regarding the Chair and Vice Chair positions:

#### **ARTICLE III: OFFICERS**

Section 1. The officers of this commission shall consist of a chair and vice chair.

[Article III, Section 1 amended December 15, 2009]

Section 2. The chair and vice chair shall be elected from the voting membership of the commission at its first regular meeting in October of each year. The term of office shall be one year. In case of vacancy of chair or vice chair occurring in any office, the commission may fill the same by an election at its earliest opportunity.

Section 3. It shall be the duty of the chair to preside at all meetings of the commission; to enforce observance of the rules of procedure; to sign necessary Planning Commission correspondence and business; to decide all questions of order; offer for consideration all motions regularly made; apportion duties of the members of the commission; call special meetings; appoint all necessary committees; appoint advisory committees with the consent of the commission; and perform such other duties as the Chair's office may require. The chair shall make no motion or amendment.

Section 4. In the absence of the chair the vice chair shall perform the duties of the chair.

Section 5. In the absence of the chair and the vice chair, the commission shall elect a chair Pro Tem for the particular meeting in question.

Section 6. The commission may employ a Secretary of the Planning Commission. The secretary shall be responsible for keeping the records of the commission, arranging for

meetings, preparing agendas, and performing such other services for the commission as are customary in that role.

The Planning Commission did not act to elect a Chair and Vice Chair at its October meeting. This item is being raised to meet the requirements of the bylaws. Because of the late date of the election, the terms for the officers would be from January – September, 2013. In October, 2013, the regular election would be held as per the bylaws.

**ACTION REQUESTED**

Vote to elect a Chair and Vice Chair.